



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (Mechanized)
FORT HOOD, TEXAS 76544-5200

REPLY TO
ATTENTION OF:

AFYB-CG

S: 25 October 2002
3 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Holiday and Winter 2002 Safety Campaign

1. The purpose of this memorandum is to provide you with the 4th Infantry Division's plan to ensure holiday and winter safety. It outlines specific requirements that we will accomplish before the onset of winter in order to prepare our soldiers, their families, and our formations for the hazards of winter weather. The upcoming holidays are a time for celebration and relaxation – we must ensure that we set the conditions that allow our soldiers and their families enjoy them. The intent of our Winter 2002 Safety Campaign is to proactively educate our leaders, soldiers, and families on the potentially hazardous environmental conditions that are prevalent in the winter and, more importantly, to prevent accidental losses associated with cold weather. Our goal is not a single death in the Division over the Thanksgiving/Christmas/New Year holiday period.

2. Although our headquarters is garrisoned at Fort Hood and experiences mild winter weather, this is a double-edged sword. The warm climate in Central Texas could easily lead us to believe that winter does not pose a risk to the division. However, nothing could be further from the truth and I make the following points:

a. We will always play an “away game” that may result in the division deploying to a part of the world that experiences harsh winter weather.

b. Unlike other parts of the United States with seasonal winter hazards, residents and communities in Central Texas are not accustomed to, nor prepared for, winter hazards like snow, ice, and freezing temperatures.

c. Our 3rd Brigade Combat Team at Fort Carson represents one third of the division's combat power and it is stationed in a location that does experience heavy snowfall and very cold temperatures.

d. There is less available daylight during winter that results in more activities being done in limited visibility, or individuals rushing to get their activities done by possibly using unsafe shortcuts.

3. Holiday and winter safety applies to both on-duty and off-duty activities. It applies to all soldiers and their families. It is a sub-component of our overall risk management program and must be ingrained in all that we do. In order to properly manage risk for the holidays and the winter season, it is imperative that we prepare now, before the onslaught of the cold weather season. Safety briefings alone will not ensure the well-being of our force.

4. Assessment. We just started Fiscal Year 2003, but it is appropriate that we look back on last year as we shape our risk management programs for the months ahead. We lost 12 Ironhorse soldiers last year in 9 fatal accidents. Six of the fatalities were on-duty and six were off-duty. The off-duty fatalities all happened in POV accidents, which remain the greatest threat to our soldiers and families and where our

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chain of command can make the biggest impact. Of the on-duty fatalities, 3 came during a routine red cycle tasking mission, 2 happened during Table VIII gunnery, and 1 happened during PT. Each of these accidents had its own lessons that have been shared across the division and it is appropriate to cover them again as we head into this fiscal year. A key lesson is that all of these fatalities happened during the execution of routine tasks and activities, at times and places where first line leaders have the ability to influence and prevent accidents through continuous risk management.

5. Our Holiday and Winter 2002 Safety Campaign is a holistic plan that must be executed at the first-line leader and soldier level with strong command emphasis. It is synchronized and nested with the III Corps Holiday and Winter 2002 Safety Campaigns (encls 1 and 2). All MSCs will develop their own written Holiday and Winter Safety plans and provide them to me NLT 25 Oct 2002. The seven essential elements of our program that all MSCs will complete are:

a. Safety Day. The division will execute a Winter Safety Day on 27 Nov 2002 from 0900 hrs to 1630 hrs. A recommended program is enclosed (encl 3), but MSC commanders have the authority to modify it to best train their own formations. MSC commanders also have the authority to conduct an MSC-wide winter safety day on another day due to conflicting/critical missions. However, it must be completed NLT 27 Nov 2002.

b. Command Information Program. The III Corps Holiday and Winter Safety Campaigns (encls 1 and 2) provide resources and programs to ensure proper command emphasis on our holiday and winter safety programs. Additionally, the 4ID G1 Safety Office will also provide resources on the division safety web site and public folders. Finally, commanders are to highlight and publicize our division safety themes for the next two months that will be accompanied by safety posters that G1 Safety will distribute:

<u>MONTH</u>	<u>DUTY THEME</u>	<u>OFF-DUTY THEME</u>
Oct 2002	Heaters/Cold Weather Ops	National Fire Safety Month
Nov 2002	Hazardous Materials	Cold Weather Protection
Dec 2002	Deployment Safety	POV Safety

c. Accident Trend Analysis. We will continue to review and analyze past injury and accident trends at our command and staff sessions as well as our quarterly safety councils. I ask that MSC commanders do likewise at their level. This includes reviews of equipment damage reports, sick call trends, and incident reports.

d. Accurate and Timely Weather Information. The Division Operations Center will continue to send out daily weather forecasts to your operations personnel. It is imperative that these forecasts get down to company and platoon level for inclusion in risk assessments. Everyone has 24-access to the local weather provided by our Weather Squadron at Robert Gray Airfield. It can be accessed off of the III Corps homepage (<http://pao.hood.army.mil/>) or on local telephone at 287-9400/9620. Should there be a forecast of extreme or hazardous weather, your staff duty will also be notified telephonically. Our troop leading procedures and METT-TC analysis must include accurate and timely weather information for training events, routine garrison duties, and off-duty activities. This is especially critical for the numerous long weekends in the coming months.

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e. Training and Education. Commanders will ensure the following winter safety training is scheduled and conducted NLT 27 Nov 2002. Report completion of training to me before releasing your units on the Thanksgiving holiday:

(1) Cold weather injury prevention for all soldiers, regardless of grade or MOS. This includes identification of all soldiers with previous cold weather injuries. As a minimum, the training must cover recognition, prevention, and treatment of cold injuries. Included in the prevention of injuries must be the proper use and wear of cold weather gear with emphasis on the heat retaining value of layered clothing.

(2) Driver training for all drivers to include corrective action to take while operating in adverse conditions such as snow, black ice, extreme cold, or high winds. Training must also include hazards of operating vehicle heaters, carbon monoxide poisoning, and PMCS of heaters and vehicles in extreme cold weather. Soldiers will not sleep in vehicles with engines running and they will not close all windows that prevent fresh air from proper circulating in the cab/crew compartment.

(3) Heater Training. No soldier will operate a heater unless properly trained and licensed. There are only four authorized heaters that we will use: H-45, SPC, SHS, and SPA. No other heaters will be used under any circumstances. Specifications and information on these heaters may be found at <http://www.sbccom.com/products/field/index.htm>. Training for heaters must include the dangers of fire, suffocation, explosions, and carbon monoxide poisoning.

(4) General Winter Safety. The following topics must also be integrated into our Winter Safety Day and other related training (see encl 1):

- (a) PT and Running Safety.
- (b) Winter Sports.
- (c) Fire Prevention.
- (d) Prevention of Carbon Monoxide Poisoning.
- (e) Snow and Ice Removal.

f. POV Safety. POV accidents remain the number one killer of our soldiers and their family members. Do not lose sight of this fact as we enter the winter season and execute our safety programs. Limited daylight, freezing precipitation, and long weekends significantly increase the risk of POV accidents. Commanders will develop and execute aggressive POV safety programs that integrate:

- (1) The CSA's Six Point POV Safety Program.
- (2) The USASC POV Tool Box (<http://safety.army.mil/home.html>).

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(3) Leader approval of extended POV travel plans. First line leaders approve our soldiers' weekend trips by asking the tough questions and ensuring that they are safely planning their off-duty activities. Enclosed is a "Pre-Trip Assessment" tool (encl 5) to assist our junior leaders in evaluating weekend plans.

g. Continuous Risk Management. The key to preventing cold weather accidents and injuries is educated leaders that understand the 5-step risk management process as it relates to winter, and aggressive execution of mitigating actions. In this regard, all units will conduct initial and/or refresher risk management training for the upcoming winter season as part of their safety day activities. Additionally, first line leaders must thoroughly engage their subordinates prior to releasing them for long weekends. I expect them to use the "Next Accident Assessment" tool (encl 4) in concert with personal counseling to prepare our soldiers for the holiday season.

6. I have appointed the Division Surgeon and the Division Medical SGM as our cold weather injury prevention officer and NCO. Their primary duty is to coordinate and execute our cold weather injury prevention program. They will provide you with appropriate cold weather injury prevention training materials and interface with both the MEDDAC Environmental Health Office as well as your unit POCs.

7. Our soldiers and their families are our most important resource. We owe it to them to prepare now for the hazards of the holiday and winter season.

Steadfast and Loyal!

RAYMOND T. ODIERNO
Major General, U.S. Army
Commanding

Distribution: A+

Encl 1-III Corps Winter Safety Campaign
Encl 2-III Corps Winter Holiday Safety Campaign
Encl 3-Winter Safety Day POI
Encl 4-FC 4143, Next Accident Risk Assessment
Encl 5-Pre-Trip Individual Assessment